



# COMMONWEALTH *of* VIRGINIA

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February 9, 2005

TO: Career and Technical Education Administrators

FROM: Elizabeth M. Russell, Director  
Office of Career and Technical Education Services

SUBJECT: 2004-2005 Wage and Hour Coordinator's Report and  
Cooperative Education Brochures

The revised 2004-2005 Wage and Hour Coordinator's Report has been posted online. You may access it directly at <http://www.doe.virginia.gov/VDOE/Instruction/CTE/co-op/> or you may go to the CTE Web site [www.doe.virginia.gov/VDOE/Instruction/CTE/](http://www.doe.virginia.gov/VDOE/Instruction/CTE/) and click on Reporting and Data, then Co-op, then scroll down to the Wage and Hour report.

Cooperative Education brochures for all CTE cooperative education programs are available at the CTE Resource Center <http://CTEresource.org> at the Online Catalog – Across the Board. These brochures are an update from the earlier brochures that used to be for business education. There is a space on the back of the brochures that would allow coordinators to staple their personalized business cards. Please pass word to all CTE cooperative education coordinators that the brochures are available.

If you have questions concerning the Wage and Hour Report or the brochure, please contact Anne Rowe ([Anne.Rowe@doe.virginia.gov](mailto:Anne.Rowe@doe.virginia.gov)), program specialist, business and information technology, at 804-225-2838.

EMR/sjg